TEXAS STATE UNIVERSITY

The rising STAR *of Texas*

Coordinator, Advancement Support

Job Code 50008038

General Description

Responsible for reconciling University Fund Drive accounts and preparing financial reports.

Examples of Duties

Reconcile accounts for Vice President University Advancement.
Process invoices and payment requests for VPUA.
Coordinate and schedule division events.
Prepare and distribute employee payroll deduction pledges.
Prepare initial payroll deduction setup and continuation for employee participation in the AFD/UFD pledges.
Process monthly employee payroll deduction contributions.
Prepare quarterly financial reports for Board of Regents meetings.
Provide annual calculations of gifts to Texas State through planned giving to determine current market value.
Monitor and process VPUA and university memberships and affiliations of national, regional, state and local organizations.
Prepare correspondence. Perform other duties as required.

Knowledge, Skills and Abilities

Skill in: Preparing reports, letters and business information, determining need for equipment repair, resolving scheduling conflicts, preparing reports, working as a team member, communicating effectively.

Ability to: Compare and verify columns of numbers, interpreting user manuals, understanding university policies and procedures, computing basic math, prioritize work, complete projects, utilize university financial system.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements